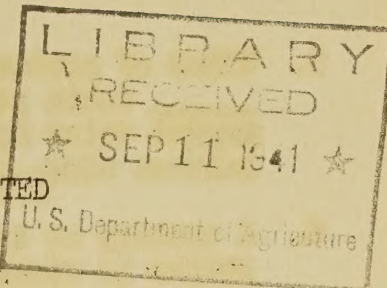


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United States Department of Agriculture
EXTENSION SERVICE
Washington, D. C.



SUGGESTIONS AS TO SCOPE AND CONTENT EXPECTED

IN 4-H ENTERPRISE RECORDS AND ANALYSES

1. Kind and area of enterprise for which record is kept.
2. Record of all cash costs such as seed purchased, fertilizer, spray material, hired labor, and any other cash expenditures with a record of physical quantities where appropriate, such as amount of fertilizer used, etc.
3. Record of all cash receipts from sale of crop, if sold, and quantities.
4. Daily record of man labor, horse labor, tractor, truck, and other equipment used.
5. Record of quantity of production of major product and any byproducts of value.
6. Value of noncash cost items such as man-labor, horse-labor, and power and equipment charges. Also charge for use of land and any other non-cash expense items involved. Indication should be given in the narrative report as to how appropriate rates for such charges were determined, such as, for example:
 - (1) \$_____ per acre for use of land, which is the average cash rental value of cropland in the area involved
 - (2) _____ cents per hour for man-labor, which is the average rate paid for hired labor in the area involved
 - (3) \$_____ per hour or \$_____ per acre per operation, which is a fair rate for the use of a tractor as determined by studies of the _____ State Agricultural College; or _____ cents per hour for use of tractor, which has been determined as a fair charge for the use of tractor on the farm involved considering the total amount of work done by the tractor during the year and considering a fair depreciation charge, interest charge on the value of the tractor, taxes on the tractor, repairs, insurance, and fuel costs; or \$_____ per hour or \$_____ per acre, which is the customary rate paid for the use of a tractor for such custom work in our neighborhood. (Merely entering the cost of fuel used for tractor work on the field involved does not constitute the total charge for use of tractor)
 - (4) Similar methods of arriving at other noncash cost items.

7. Value of products not sold and method of arriving at value such as: _____ cents per (unit) for _____ (units) of (crop), which is a fair market value for (that crop) at the farm in the area involved at harvest time, or other specific date.
8. A summary or analysis sheet that brings all costs and returns together in summary form and indicates total costs and returns, total cost and return per acre and per unit of production, and profit or loss per acre and per unit of production.
9. A narrative summary and analysis indicating such things as:
 - (1) Why the particular crop for which an enterprise record is submitted was chosen for this record
 - (2) A brief history of cultural practices employed in its production
 - (3) Any special circumstances causing extra labor, extra costs of any kind, or unusual returns
 - (4) Particular difficulties or unusual circumstances encountered in production, if any
 - (5) Basis for determining fair charges for noncash cost items and fair credits for unsold products, as referred to above
 - (6) Suggested changes in procedure that would have reduced costs or increased returns had they been adopted or followed, or that will be followed in the future as a result of knowledge gained through making the detailed study involved in keeping the enterprise account and analyzing the results of the year's experience.